



# **PLANNING COMMISSION AGENDA REPORT**

MEETING DATE: FEBRUARY 12, 2007

**X.3**  
ITEM NUMBER:

**SUBJECT: SIX-MONTH REVIEW OF MASTER PLAN PA-06-25  
LIGHTHOUSE COASTAL COMMUNITY CHURCH AND LIL' LIGHTHOUSE  
PRESCHOOL  
300 AND 301 MAGNOLIA STREET**

**DATE: FEBRUARY 1, 2007**

**FOR FURTHER INFORMATION CONTACT: MEL LEE, AICP, SENIOR PLANNER  
(714) 754-5611**

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## **PROJECT DESCRIPTION**

Six-month review of a master plan modifying the operating conditions of approval for a church preschool and to allow an increase in the student enrollment.

## **APPLICANT**

The applicants are is Frank L. Custer and Leigh Harrison, representing the property owner, Lighthouse Coastal Community Church.

## **RECOMMENDATION**

Approve by adoption of Planning Commission resolution, subject to conditions.

MEL LEE, AICP  
Senior Planner

R. MICHAEL ROBINSON, AICP  
Assl. Development Services Director

**BACKGROUND**

On June 26, 2006, Planning Commission considered a request to expand a previously approved preschool to be operated in conjunction with the Lighthouse Coastal Community Church. The preschool was originally permitted to operate in 2001 under Master Plan PA-00-56 as follows:

PA-00-56 Conditions of Approval (Summary)	
Preschool Hours	Monday thru Friday 9:00 AM to 12:00 noon (Morning Sessions Only)
Student Arrival and Departure Times	Arrive no earlier than 8:30 AM and depart no later than 12:30 PM (Morning Sessions Only)
Max. # of students	60 Students (Morning Sessions Only)

Although the approval was granted in 2001, the preschool operation was not established in the interim period. The expansion proposed by the applicants under an amendment to the master plan (PA-06-25) was to allow afternoon sessions in addition to the previously approved morning sessions, from 12:30 PM to 3:30 PM with a maximum of 60 students (double the previously approved enrollment). Planning Commission approved the request on a 3-2 vote (Commissioners Egan and Hall voting no).

The Planning Commission's decision was appealed by two area residents to the City Council. The issues raised in the appeal included the potential adverse noise, traffic, and parking impacts of the expanded preschool operation on surrounding residential properties, particularly since the preschool had not been established in the 5-year interim period of the original master plan approval and therefore no "track record" for its operation or impacts had been established. The City Council considered the appeal at their August 1, 2006 meeting. The Commission's approval was upheld by the City Council on a 5-0 vote, with a modification limiting the maximum number of students in the afternoon session to 30 students. As approved, the preschool is currently allowed to operate as follows:

PA-06-25 Conditions of Approval (Summary)	
Preschool Hours	Monday thru Friday 8:30 AM to 11:30 AM (Morning Sessions) Monday thru Friday 12:30 PM to 3:30 PM (Afternoon Sessions)
Student Arrival and Departure Times	Arrive no earlier than 8:30 AM and depart no later than 11:30 AM (Morning Sessions) Arrive no earlier than 12:30 PM and depart no later than 3:30 PM (Afternoon Sessions)
Max. # of students	60 Students (Morning Sessions) 30 Students (Afternoon Sessions)*

\*As modified and approved by City Council

The other conditions of approval of PA-00-56 pertaining to parking and traffic management of the church itself, as well as other items, were carried over and incorporated into the conditions of approval for PA-06-25. City Council's approval also required a six month review of the application by the Planning Commission. As part of

the review, the applicants are also requesting approval to increase the enrollment of the afternoon session to a maximum of 60 students.

### **DISCUSSION**

The preschool has been in operation since early September. In the six months since the approval of the preschool operation, staff has not received reports of any problems associated with the preschool. The applicants conducted a neighborhood meeting on October 18, 2006, which was attended by several residents. The general impression during the meeting was that the preschool appeared to be running smoothly and the preschool and church personnel were being proactive in enforcing the conditions of approval. Therefore, it is staff's opinion the proposed increase in afternoon enrollment should be compatible with the surrounding properties and uses.

If the Commission allows the increase in enrollment, condition of approval 1C in attached "Exhibit B" has been modified accordingly.

### **GENERAL PLAN CONFORMITY**

300 Magnolia Street has a General Plan Land Use Designation of Low Density Residential and 301 Magnolia Street has a General Plan Land Use Designation of Public Institutional. The uses on both properties are consistent with their respective land use designations.

### **ALTERNATIVES**

If the request to increase the enrollment of the afternoon session to a maximum of 60 students is denied, the applicants could still continue to operate the afternoon session with the maximum of 30 students as currently allowed. The morning session would remain unaffected.

### **ENVIRONMENTAL DETERMINATION**

The project is exempt from the provisions of the California Environmental Quality Act under Section 15301 for Existing Facilities.

### **CONCLUSION**

It is staff's opinion the use has been operating in substantial compliance with the conditions of approval and does not anticipate the proposed increase in the enrollment in the afternoon sessions will create any adverse impacts to surrounding properties. Therefore, staff supports the request to increase the number of students in the afternoon session.

Attachments: Draft Planning Commission Resolution  
Exhibit "A" - Draft Findings  
Exhibit "B" - Draft Conditions of Approval  
Lighthouse Preschool Operation Handbook  
Zoning/Location Map  
Site Plan

cc: Deputy City Manager - Dev. Svs. Director  
Deputy City Attorney  
City Engineer  
Fire Protection Analyst  
Staff (4)  
File (2)

Lighthouse Community Church  
Frank L. Custer, Associate Pastor  
1845 Anaheim Avenue #13D  
Costa Mesa, CA 92626

Leigh Harrison  
980 Carnation  
Costa Mesa, CA 92626

File: 021207PA0625Review	Date: 013107	Time: 9:00 a.m.
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**RESOLUTION NO. PC-07-**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
CITY OF COSTA MESA APPROVING THE SIX-MONTH  
REVIEW OF PLANNING APPLICATION PA-06-25**

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA HEREBY  
RESOLVES AS FOLLOWS:

WHEREAS, an application was filed by Frank L. Custer and Leigh Harrison, representing Lighthouse Coastal Community Church, owner of real property located at 300 and 301 Magnolia Street, requesting approval of a modification to previously approved master plan for hours of operation for a church preschool; and,

WHEREAS, a six-month review was conducted at a duly noticed public hearing was held by the Planning Commission on February 12, 2007.

BE IT RESOLVED that, based on the evidence in the record and the findings contained in Exhibit "A," and subject to the conditions of approval contained within Exhibit "B," the Planning Commission hereby **APPROVES** the six-month review of Planning Application PA-06-25 with respect to the property described above.

BE IT FURTHER RESOLVED that the Costa Mesa Planning Commission does hereby find and determine that adoption of this Resolution is expressly predicated upon the activity as described in the staff report for PA-06-25 and upon applicant's compliance with each and all of the conditions contained in Exhibit "B". Any approval granted by this resolution shall be subject to review, modification or revocation if there is a material change that occurs in the operation, or if the applicant fails to comply with any of the conditions of approval.

**PASSED AND ADOPTED this 17th day of February, 2007.**

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Chair, Costa Mesa Planning  
Commission

STATE OF CALIFORNIA   )  
  )ss  
COUNTY OF ORANGE    )

I, R. Michael Robinson secretary to the Planning Commission of the City of Costa Mesa, do hereby certify that the foregoing Resolution was passed and adopted at a meeting of the City of Costa Mesa Planning Commission held on February 12, 2007, by the following votes:

AYES:       COMMISSIONERS

NOES:       COMMISSIONERS

ABSENT:     COMMISSIONERS

ABSTAIN:    COMMISSIONERS

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Secretary, Costa Mesa  
Planning Commission

**EXHIBIT "A"**

**FINDINGS**

- A. The information presented substantially complies with Costa Mesa Municipal Code Section 13-29(g)(5) in that the proposed master plan amendment meets the broader goals of the General Plan, and the Zoning Code by integration of uses and protection of the integrity of neighboring development. Specifically, in the six months since the use has been approved, the preschool appears to be running smoothly and the preschool and church personnel were being proactive in enforcing the conditions of approval all applicable conditions of approval, including maximum enrollment (60 students), pick up and drop off of students (to be done at the church parking lot), crossing the street at approved locations, etc. There have been no recent complaints of code violations associated with the church.
- B. The request complies with Costa Mesa Municipal Code Section 13-29 (e) because:
  - a. The church preschool use is compatible and harmonious with uses both on-site as well as those on surrounding properties.
  - b. Safety and compatibility of the design of the buildings, parking areas, landscaping, luminaries, and other site features including functional aspects of the site development such as automobile and pedestrian circulation have been considered.
  - c. The church preschool use is consistent with the General Plan.
- C. The project has been reviewed for compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines, and the City environmental procedures, and has been found to be exempt from CEQA under Section 15301 for Existing Facilities.
- D. The project is exempt from Chapter IX, Article 11, Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

**EXHIBIT "B"**

**CONDITIONS OF APPROVAL**

- Plng. 1. A weekday, early childhood development center (hereinafter referred to as the "church preschool") shall be permitted under the following operating parameters: Students for the church preschool shall be limited to the following hours Monday through Friday:
- A. For the morning sessions, students shall not be permitted to arrive earlier than 8:30 AM and shall be dismissed no later than 11:30 AM.
  - B. For the afternoon sessions, students shall not be permitted to arrive earlier than 12:30 PM and shall be dismissed no later than 3:30 PM.
  - C. A maximum enrollment of 60 children shall be permitted for the church preschool morning sessions, and a maximum of 60 children shall be permitted for the church preschool afternoon sessions.
  - D. The operators shall provide proof that they have received the necessary State licensing to operate the church preschool prior to commencement of the preschool.
  - E. The preschool schedule shall coincide with the Newport-Mesa Unified School District's operating calendar, i.e., from September to June.
  - F. All drop-off and pick-up shall be located on the church parking lot at 301 Magnolia Street, per the plan submitted by the applicant. Both options may be used; if only one is used, Option A (Magnolia Street parking area) shall be used.
  - G. Students shall not be permitted to cross the street except at a crosswalk, under the supervision of teachers or adult staff.
  - H. Parents shall park in the church parking lot at 301 Magnolia Street if for any reason a child needs to be picked up before the end of the session.
  - I. All cars shall park in approved and striped parking spaces prior to dropping off or picking up students.
  - J. Deleted.
2. A parking and traffic management plan shall be submitted to the Planning Division for review and approval, in conjunction with the Police Department if necessary, to ensure that reasonable steps are taken to address and monitor parking and traffic conditions, including but not limited to, preventing blocking of driveways, groups of people congregating in the street, and other conditions which may impact the flow and safety of traffic on the streets adjacent to the premises.
3. A plan for the use of parking lot barriers shall be submitted to the Planning Division. Approval of that plan shall be under the direction of the Planning Division.
4. Outdoor play activities for the preschool shall be generally consistent with the times described in the Lighthouse Coastal Community Church's General Schedule submitted as part of a letter from Cindy Wickliff, dated February 6, 2001.
5. The church shall make diligent efforts to encourage the congregation to park on-site. Recommended efforts include, but are not limited to, the use of announcements, mailings, and stationing church personnel in the parking lot.



6. A land use restriction, prepared by Planning Staff, shall be recorded holding 300 and 301 Magnolia Street as one for purposes of calculating parking. This land use restriction may not be removed unless the buildings at 300 Magnolia Street are demolished and adequate parking provided independent of the parking lot at 301 Magnolia Street.
7. The various uses shall be managed so their parking needs to not conflict. Any changes to the hours Or other substantive changes proposed for the development center/preschool shall require City approval.
8. All organized outdoor activities other than the outdoor play activities for the preschool, referenced in condition of approval of number 4 of this application, shall require prior approval of a separate minor conditional use permit.
9. One, 24" box canopy tree shall be planted at 300 Magnolia Street in the front setback along Santa Ana Avenue. Type and location of trees shall receive approval by the Planning Division prior to planting.
10. Landscaping shall be installed and parking lot restriped consistent with the plans approved April 2, 2001.
11. Trash enclosures shall be required for any bins. Design of the trash enclosure shall conform with City standards.
12. Deleted.
13. The planning application and modifications to the master plan herein approved shall be valid until revoked, but shall expire upon discontinuance of the activity authorized hereby for a period of 180 days or more. The planning application may be referred to the Planning Commission for modification or revocation at any time if the conditions of approval have not been complied with, if the use is being operated in violation of applicable laws or ordinances, or if, in the opinion of the Development Services Director or his designee, any of the findings upon which the approval was based are no longer applicable.
14. Approval of this master plan as amended supersedes all previous master plans and conditional use permits approved for these sites.
15. The applicant shall insure the Magnolia Street eastern driveway and the Santa Ana/E. 18<sup>th</sup> Street driveways are made available for parking ingress and egress purposes.
16. If parking shortages or other parking-related problems arise, the applicant shall institute whatever operational measures are necessary to minimize or eliminate the problem, including, but not limited to, modifying church-related services.
17. The applicant shall make the Santa Ana/E. 18<sup>th</sup> Street parking lot available for overflow parking purposes when any activity demand exceeds the capacity of the Magnolia Street parking lot.
18. The preschool shall not use the Magnolia Street parking lot as a playground.
19. No activities (except parking) may be conducted in the Magnolia Street parking lot after 11:00 PM and before 7:00 AM daily.
20. The preschool parent handbook shall contain a description of the drop-off and pick-up restrictions contained in the conditions of approval as well as a detailed map indicating traffic circulation for the facility.
21. The applicant shall not use the premises for overnight lodging purposes.
22. The applicant shall insure a responsible staff member is available on the

premises during activities on the site to insure compliance with conditions of approval.

23. The area previously occupied by the modular buildings shall be used for parking purposes only.
24. No overnight or long term parking shall be permitted in the parking lot next to residents' homes.
25. The parking lot gates shall be closed during hours of non-operation to prevent unauthorized use of the parking lot and cut-through traffic between Magnolia and E. 18<sup>th</sup> Street.

# Lil' Lighthouse Preschool



## **Parent Handbook 2006-07**

*A ministry of Lighthouse Coastal Community Church*

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**Jesus said, “*Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these*”. Matthew 19:14**

# Lil' Lighthouse Preschool



## **ORGANIZATION**

Lil' Lighthouse Preschool offers an enriching and wholesome learning experience for children ages three through five years. The preschool is an inter-racial, nonprofit organization and is a ministry of Lighthouse Community Church. The preschool is licensed by the State of California, Department of Social Services and abides by all state health and safety regulations. Supervision of the preschool is managed by the Preschool Director and the Preschool Advisory Team (PAT).



## **VISION / PHILOSOPHY**

**Vision:** Love children and lead them into a relationship with God as we teach them how to develop spiritually, mentally, physically, and socially.

**Philosophy:** We are building the foundation that allows your child to discover learning, develop the tools for future educational success and celebrate spiritual growth.



## **PROGRAM**

The preschool provides a daily enrichment program offering morning and afternoon sessions from September through June. The preschool is closed the months of July and August. For your convenience, we follow the Newport-Mesa School District's academic planning calendar. Please make sure you keep in touch with our staff should you have any questions or conflicts due to other school district schedules.

The curriculum is designed to provide a well-balanced early childhood experience in all areas of growth. Therefore, our program includes the following:

- Bible stories, songs and prayer
- Physical exercise (indoor and outdoor)
- Dramatic play
- Art creativity
- Music
- Science and nature
- Cooking
- Perceptual skills
- Reading and math readiness
- Beginning sign language

Children are taught at their own level of development and are not expected to perform any task for which they are not ready.

The daily program includes not only group time but also a block of uninterrupted individual time. Adults serve as guides and provide individual help whenever needed. Active times are

followed by quiet activities to provide a healthy environment. Nutritional snacks are provided for the children in the morning and afternoon.

To enrich our program, field trips are planned and professional guests are invited in to share with the children.



## **DAILY SCHEDULE**

### ***Morning Session***

8:30-8:45	AM students arrive: Greeting and worship in Worship Center
8:45-9:15	Walk to Classrooms, Group Time: Calendar, weather, songs, Bible story and prayer
9:15-10:15	Individual time: Learning centers
10:15-10:45	Small group interaction: Prayer, snack, and story time
10:45-11:15	Outdoor activities
11:15-11:30	Large group activity time: Current theme or subject emphasized, prayer & songs, Walk to Worship Center
11:30	AM students dismissed from Worship Center

\*Sharing times are scheduled once a month\*

### ***Afternoon Session***

12:30-12:45	PM students arrive: Greeting worship in Worship Center
12:40-1:00	Walk to classrooms, Group Time: Calendar, weather, songs, Bible story and prayer
1:00-2:00	Individual time: Learning centers
2:00-2:30	Small group interaction: Prayer, snack, story time
2:30-3:00	Outdoor activities
3:00-3:15	Large group activity time: Current theme or subject emphasized, Songs & prayer, Walk to Worship Center
3:15	PM students dismissed from Worship Center

\*Sharing times are scheduled once a month\*



## **GOALS**

- Encourage the child's awareness of the love of God
- Provide an environment that fosters a sense of security and well being
- Promote a positive self image to build confidence
- Stimulate curiosity and creativity
- Develop a love, respect, and acceptance for others
- Encourage development of his/her small and large motor skills
- Develop a sense of responsibility and learn self-control
- Help the child learn good health habits and manners
- Allow each child to develop at their own pace
- Provide opportunities for each child to work, share and play cooperatively



## **ENROLLMENT POLICY**

We welcome any child, three through five years of age, who is toilet trained and at a stage of growth and development which enables him/her to benefit from our program.

However, we are willing to make accommodations for special needs children consistent with the American Disabilities Act. These accommodations will be considered on a case-by-case basis.

Lil' Lighthouse Preschool admits and does not discriminate against students of any race, color, religion, sex, national origin or handicap to all the rights, privileges, programs and activities made available to our students. We do not discriminate in the administration of our educational policies, admissions policies, scholarships, and other preschool administered programs.



## **IMMUNIZATION PRIOR TO ENROLLMENT**

No child shall be unconditionally admitted as a student of the preschool, unless prior to admission, written verification is presented showing the child has been immunized against diphtheria, pertusis, tetanus, poliomyelitis, measles, mumps, and rubella in a manner and with immunizing agents approved by the State Department of Public Health. The only exception to this policy is a child whose licensed physician has submitted a written statement that immunization cannot be given to the child, or if the parent signs the personal beliefs affidavit exempting the child from immunization requirements for child care entry.

A child shall be admitted conditionally only if the child has received initial immunizations and is appropriately waiting for subsequent immunizations. A conditionally admitted child must receive the necessary immunizations at the prescribed time or that child will be excluded from the preschool until the appropriate immunizations are received.

Immunization requirements, as a provision of attendance by the Educational Code and the Health and Safety Code, will be strictly enforced by the preschool.

The child's health record must be completed by the parent and the child's doctor before entrance. This record will be kept on file at the preschool.

Reference: Education Code, Sections 46010.5 and 49403. Health and Safety Code, Section 3380 and 3389.



## **TUITION POLICY**

A non-refundable yearly registration fee is charged when the child is formally registered. This secures a place for the child in the preschool. Tuition is payable on the first day of each month for the 10 months (Sept. - June) of the school year. Checks should be made payable to Lighthouse. **Please indicate on the check that you are paying for your child's tuition (write his/her name on the memo line of the check).** We also offer the convenience of credit card payments (please come to the preschool office).

Accounts that are delinquent after the 15<sup>th</sup> of the month will be assessed a \$25.00 late charge. Delinquent accounts will be notified within 15 days after fees are due. A child will be dropped from the preschool if tuition is not paid within 45 days after the due date. Reinstatement will require payment of all delinquent accounts of the family.

***A child remaining 5 minutes after the end of a session is subject to a late fee of \$1.00 for each additional minute. Our staff cannot transport or, under any conditions, take children home. You will need to make arrangements when you cannot be on time. Please contact the preschool office if an emergency arises delaying your child's pick-up so we can reassure him/her that you are coming.***

There are no refunds for illness unless the illness would require one month or more absence. In this case, a written note from a doctor is required. *A two-weeks notice is required if a child is taken out of the preschool during the year so the vacancy can be filled. If you have not given the preschool a two-weeks notice, you will be responsible to pay the entire month's tuition if we can not fill your child's space. No tuition adjustments will be made when changing attendance schedule without prior authorization and a two-week notice. No refunds will be given for field trip days or holidays.*

If two children of the same family are enrolled in the preschool, full tuition is paid for the child with the higher rate and a **5% discount** is paid for the child with tuition equal to or less than the child with the higher rate.

***Checks that are returned by the bank will be assessed a \$25.00 fee on the first occurrence and a \$50.00 fee on the second occurrence. Thereafter, the preschool reserves the right to request a cashier's check.***



## **DISCIPLINE POLICY**

Our staff will never use corporal punishment, humiliating or frightening techniques, nor is punishment ever associated with food, rest or toileting. Problems of discipline are prevented or lessened by:

- Not expecting more than the child is able to do
- Giving the child recognition for achievement
- Interfering before crises develops
- Making sure the child knows what behavior is expected
- Creating an environment with a variety of activities to keep the child's interest

Therefore, the child will be told what is expected of him/her and what the limits are. If the child chooses to cross over the defined boundaries, the child will be taken aside by the teacher, talked to, and encouraged to improve his/her behavior. If need be, the child will be set apart in a designated area for a brief period of time in order to let the child calm down and consider appropriate behavior. If the child continues to be willfully disobedient (repeatedly going against the clear direction of the teacher), it will then be necessary to:

- Send the child to the Director to be talked to



- Contact the parents in an effort to resolve the problem
- Ask the parents to remove the child from the preschool if undesirable behavior is seriously affecting the classroom atmosphere



## PARENT VISITS

Parents are ALWAYS welcome to visit our preschool. We ask that you make an appointment for your initial visit in order to ensure the time necessary to answer all your questions and observe the classroom for 15 minutes. Any time after that, you are welcome to drop in whenever you wish but we ask that you stop by the preschool office to check in first.



## THE MATTHEW 18 PRINCIPLE/CHRISTIAN ARBITRATION

To maintain good communication with other believers is critical. Those who diligently apply the Matthew 18 principle maintain the kind of communication and rapport the preschool desires. Simply stated, **go to the person “causing” the conflict first.** Approach this person with humility and state your concern. For example, if a parent is concerned about a teacher, the parent should approach the teacher (not other parents, or students) to validate the concern. If the concern is legitimate and an understanding is reached, the goal is achieved.

**If the conflict remains, then you are obligated to bring your concerns to the attention of the preschool director. May God grace all of us with the ability to tactfully confront one another and to hear with humility.**

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute For Christian Conciliation shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (406) 256-1583.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.



## PARENT ORIENTATION

A Parent Orientation Night is held prior to the first day of preschool in order for parents to further acquaint themselves with the goals, policies and programs of the preschool. It is a time for parents to meet the teachers, view the facilities and complete final registration procedures.

An Open House is held prior to the first day of preschool so the child can become familiar with the facilities and meet other classmates.



## **PARENT GUIDELINES**

- **An authorized adult who signs him/her in and out daily must always accompany your child. No child will be released to an unauthorized person or someone under 18 years old.** We must have written permission for changes in authorization and identification will be checked. You are required to sign both you and your child's first and last name on the sheet provided on the sign in table.
- The Main Church parking lot is to be used for drop off and pick-up.\* ***Please refer to the drop off and pick up information sheet and map at the back of this handbook for more details.*** Rainy day procedures will remain the same but please have your child wear a rain coat, boots and bring an umbrella.
- Please check your child for signs of illness **before school each day. If your child will not be attending due to illness, please notify the preschool.** Also, notify us if he/she has a contagious disease. A child **should not** be sent to school if he/she is running a temperature (**must be temperature free for 24 hours**) or has other symptoms of illness (i.e. coughing, runny nose, diarrhea, nausea).
- If your child becomes ill while at the preschool, we will contact you for immediate pick up.
- **Please update your child's file if you have a change of home or work phone or address.** We also encourage you to list local people who are always available in case of emergency on the identification sheet.
- Play clothing and closed-toe shoes, such as tennis shoes, **are required** for your child's safety. Please dress your child in comfortable clothes, which can be managed by him/herself. Little girls **must** wear shorts under their dresses. Please bring in a **change of LABELED clothing** (underwear, socks, pants, shirt, and shoes) in a ziplock bag to be kept in your child's pail in case of a toileting accident.
- Your child needs to bring his/her (decorated & labeled) pail to preschool every day to serve as a "cubby". Please check it daily for his/her work. Be sure you comment positively on your child's work to acknowledge his/her accomplishments.
- A Parent newsletter, calendar, and curriculum will be distributed monthly in your child's pail. Please keep it handy for reference.
- Your child may bring a share item that is small enough to fit into his/her pail. The item can only be taken out during share time. Please label all items and do not send guns, expensive toys, war toys or other toys of destruction. Pets can be brought to preschool in a cage or container when prior arrangements have been made. Check the monthly calendar for share days.
- Tricycles are provided by the preschool as part of your child's outdoor activity time. *Please send in a labeled helmet with your child if you want him/her to wear one.*
- Parents are, on many occasions, able to serve as resource people by sharing a skill or hobby with the children. If you have a special interest, talent, or just want to read a story, please let us know so we can arrange a time for you to come to the classroom.
- Parents may wish to provide snacks for birthday celebrations or other holidays. Please notify the teacher in advance if you plan to do this since preparation of snacks is an integral part of the learning experience.
- We have five classroom parties each year. Parents are encouraged to help with one party. Please watch for sign ups the first week of school.

- Each class will have one head room mom or dad to help with organizing room parties, programs, fundraisers, etc. Please watch for the sign-up sheet on Parent Orientation Night.
- Appointments for teacher conferences can be made through the Director at any time during the school year. The **Jr. Kindergarten parents only** will have scheduled parent conferences. Please check your calendar for exact dates. Please use discretion when talking with the teacher about your child and refrain from unnecessary visiting with the teachers during instruction time.
- Lighthouse Coastal Community Church offers some after school programs (dance, sports) which are strictly voluntary. Please watch for information regarding these programs in your child's pail.

## Field Trip Policies for 2006-2007

We go on a field trip once a month. Half of them are on-campus events and the other half are off campus events. The monthly calendar lists the field trip of the month and the following month's trip. Please check the calendar and watch for the permission slip in your child's pail each month.

### Policies for all off campus field trips:

- Permission slips and any field trips fees **MUST** be turned in and paid for in full by the due date given.
- Each child is required to wear his/her preschool T-shirt on all field trips.
- We **CAN NOT** accept permission slips and fees late. Many of the places we go ask for the money and count up front.
- You are responsible to transport your child to and from all field trips except Aquarium of the Pacific. If you cannot attend a field trip with your child, then it is your responsibility to ask another parent to transport and chaperone your child.
- There are two field trips that siblings (with the exception of nursing babies) cannot go with us due to limited space. The first one is to the Aquarium of the Pacific which is for PreK (three day) only and Adventure City, which is for graduates (PreK and JK) only. Please plan ahead so that you will be able to come with your child.
- There will be no regular preschool hours on the field trip days unless otherwise indicated.
- In some instances, we are unable to schedule field trips in the afternoon so the am and pm sessions are combined.

## **Tentative Field Trip Schedule**

September	Fire truck visit (on campus)
October	Pumpkin Patch \$8 Per child
November	TeWinkle Park
December	Special Christmas Activities (in classrooms)
January	Aquarium of the Pacific - PreK only (\$8 per child, \$12 per adult) plus \$5 per person for bus Ferry Ride - Preschool only (2 day classes) ENC - Jr. K \$5 per child
February	Community Helper Visitors (on campus)(police, dentist)
March	Captain Carl Mobile Tidepool (on campus)(\$5 per child)
April	Retirement Homes
May	Tanaka Strawberry Farms - \$10 per person
June	Park Day – Preschool (2 day classes) Adventure City – PreK (3 day) & Jr. K (5 day) -\$15 per person (includes lunch)



### **EMERGENCY/EARTHQUAKE PROCEDURES**

- We will participate in monthly fire and earthquake drills. We encourage you to discuss the experience with your child when he/she tells you about it. If a real disaster occurs while your child is at preschool, we urge you to follow the procedures listed:
- Do **not** call the preschool.
- Community disasters will be reported on the radio. Be sure that your family has a transistor radio. Listen to it for directions.
- Be assured that the teachers are giving your child any emergency care that he/she may need. They too are listening to the radio and will be hearing the same instructions you are. Our staff are CPR/First Aid certified.
- The safest place in case of disaster is off the city streets and out of the way of emergency and rescue equipment.
- The emergency cell phone will be on in an emergency situation. Please keep the number handy (949) 209-7114.
- We will care for your child until it is safe for you to come and pick him/her up.

In the event of an earthquake before or after preschool hours, which registers 4.5 or greater on the Richter scale and has its epicenter in or very near Orange County, the preschool may be closed. If we close, we will open as soon as City Building Inspectors or the Fire Department deems it safe. Please call the Preschool cell phone number (see above) to get an update!

Your child is prepared for emergency procedures. In our regular safety drills, we practice the "drop, cover and hold" command. We talk about earthquakes in a matter of fact manner so as

not to instill fear. We have set aside special kits and supplies for the time when we may need to camp out. Included are water, food, a first aid kit, flashlight, blankets and a radio. These precautions will result in good care for your child until you can pick him/her up. We realize pick-up could take some time.



### **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with California law, preschool staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the preschool will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. Preschool staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.



### **STUDENT SEXUAL HARASSMENT POLICY**

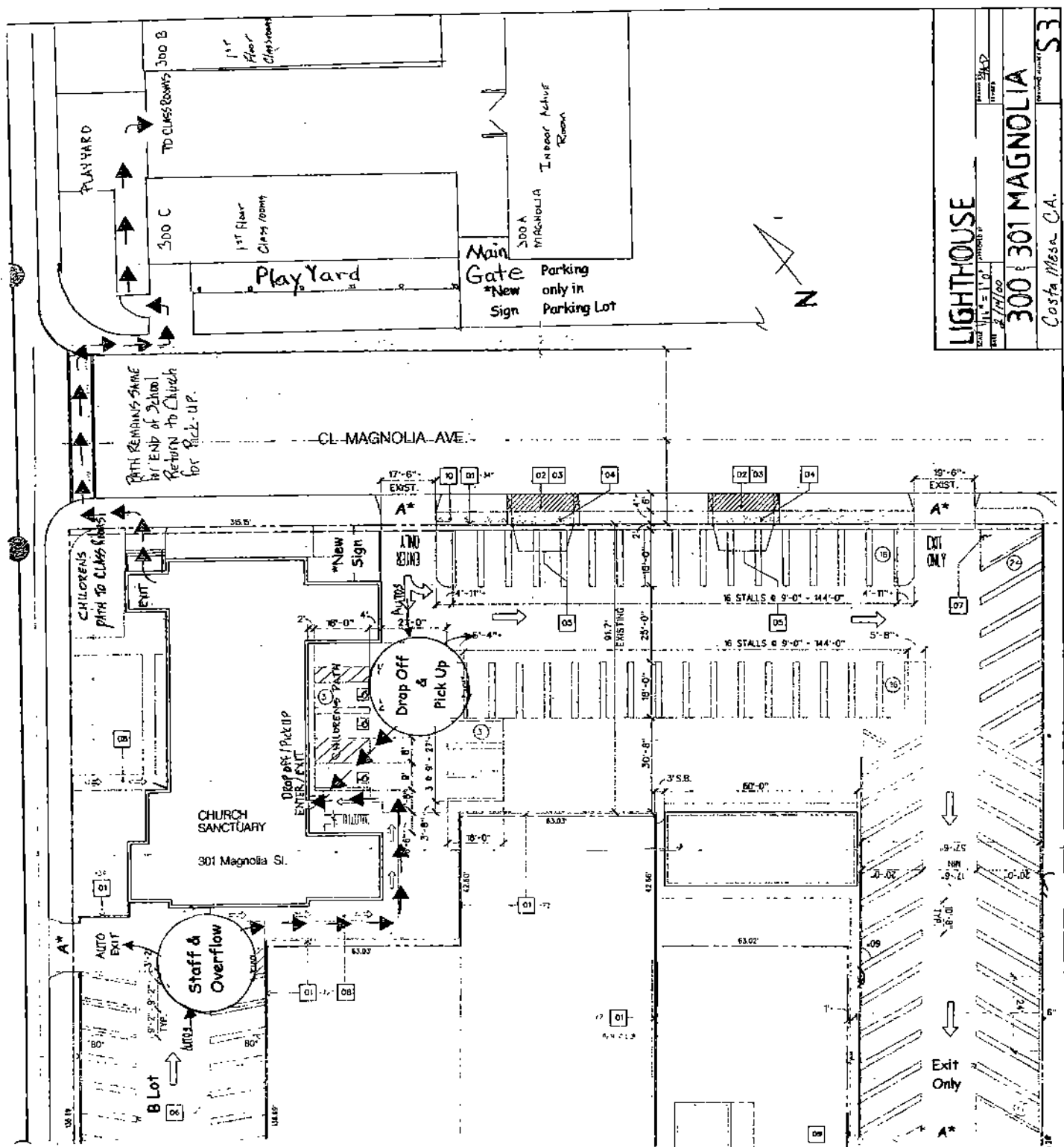
This preschool is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This preschool is prepared to take action to prevent and correct any violations to this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.



### **DROP OFF AND PICK UP PROCEDURE**

As part of our master plan agreement with the City of Costa Mesa, it is **mandatory** that all parents and visitors park in the main church parking lot at all times. The parking lot barriers will be open from 7:00 a.m. to 5:00 p.m. – our normal business hours. The lot will also be opened for any special activities as needed between the hours of 7:00 a.m. and 11:00 p.m. No activities will take place in the parking lot after 11:00 p.m. or before 7:00 a.m. You are **required** to walk your child through the side door of the worship center and sign him/her in and out on the sheet provided daily. The preschool staff will be there to welcome and dismiss your child to you or an authorized adult.

If you arrive early for any session, please keep your child with you in the car until it is time to sign him/her in. **Should you arrive late for drop off or plan to pick your child up early from the classroom, please park in the main church parking lot and walk him/her across the street at the designated crosswalk on the corner of Magnolia St. and Santa Ana Ave. only.** Please help us in honoring Lil' Lighthouse Preschool's agreement with the City of Costa Mesa in following these procedures.



\* Parking Lot  
Gates Open 7 a.m. Closed 5 p.m.  
Except for special activities

**LIL' LIGHTHOUSE PRESCHOOL**  
**Marge Menashe - Director**  
**2006 - 2007 Calendar**



**SEPTEMBER**

Tues.	5	Parent Orientation	6:30 p.m. - Chapel
Tues.	5	Back to School (Jr. Kdgm. Only)	7:30 p.m. - Classroom
Wed.	6	Open House	9:00 a.m. - 11:30 a.m.
Thurs.	7	First Day of Preschool (TTH)	Both a.m. & p.m. sessions
		First Day of Jr. Kindergarten	P.M. only
Fri.	8	First Day of Preschool (MWF)	Both a.m. & p.m. sessions
Sun.	10	Dedication Sunday	Worship Center - 10:00 a.m.

**OCTOBER**

Tues.	3	I.D. Kits Pictures	During Class
Wed.	25	I.D. Kits Pictures	During Class

**NOVEMBER**

Tues.	7	School Pictures	During Class
Wed.	8	School Pictures	During Class
Wed.	8	Jr Kdgm Parent Conferences	Afternoon/No JK Class
Thurs.	9	Jr. Kdgm Parent Conferences	Afternoon/No JK Class
Fri.	10	Veteran's Day Holiday	Preschool Closed
Mon.	20	ACSI Convention	Preschool Closed
Tues.	21	ACSI Convention	Preschool Closed
Wed.	22	Thanksgiving Holiday	Preschool Closed
Thurs.	23	Thanksgiving Holiday	Preschool Closed
Fri.	24	Thanksgiving Holiday	Preschool Closed

**DECEMBER**

Mon.	18	Christmas Parties	During Class
Tues.	19	Christmas Parties	During Class
Wed.	20	Christmas Program	Chapel
Thurs.	21	School Out for Christmas	
Sun.	24	Christmas Eve Services	
Mon.	25	Christmas Day	Happy Birthday Jesus!

**JANUARY**

Mon.	8	Preschool Resumes	Both Sessions
Mon.	15	Martin Luther King, Jr. Birthday	Preschool Closed

**LIL' LIGHTHOUSE PRESCHOOL**  
**Marge Menashe - Director**  
**2006 – 2007 Calendar**

**FEBRUARY**

M -W	5, 6, 7	Chancy & Bruce Kindergarten Test	During Class
Wed	14	Kindergarten Screening Results	7:00 p.m. – Chapel
Thurs.	15	Re-enrollment Begins	Current/priority families
Mon.	19	Presidents' Birthday Holiday	Preschool Closed
Tues.	20	Presidents' Birthday Holiday	Preschool Closed

**MARCH**

Thurs.	1	Open Enrollment Begins	New Families
Thurs.	29	Spring Sing	Chapel

**APRIL**

Wed.	4	Easter Parties	During Class
Thurs.	5	Easter Parties	During Class
Fri.	6	Good Friday-No School	
M-F	9-13	Easter Vacation	Closed
Mon.	16	Preschool Resumes	Both sessions
Thurs	19	Lil' Angels Photos	During Class
Fri	20	Lil' Angels Photos	During Class
M-F	23-27	Teacher/Staff Appreciation	

**MAY**

Thurs.	3	National Day of Prayer	
Thurs.	10	Mommy & Me Picnic	11:30 a.m.
Fri.	11	Mommy & Me Picnic	11:30 a.m.
Fri.	25	Early Release	11:30 a.m.
Mon.	28	Memorial Day	Preschool Closed

**JUNE**

Thurs.	7	Daddy & Me Picnic	11:30 a.m.
Fri.	8	Daddy & Me Picnic	11:30 a.m.
Mon	11	Adventure City Field Trip Graduates Only	9:45 a.m. – 2:00 p.m.
Tues.	12	JK Prac./Party/Grad.	Chapel
Wed.	13	PreK Prac./Party/Grad.	Chapel
Thurs.	14	Park Field Trip(Combined classes)	8:30-11:30 a.m.
		Last Day of School	

**\*\* Please Note: Dates are subject to change! Any changes to the calendar and monthly field trips (starting in October) will be announced in the monthly newsletter.**



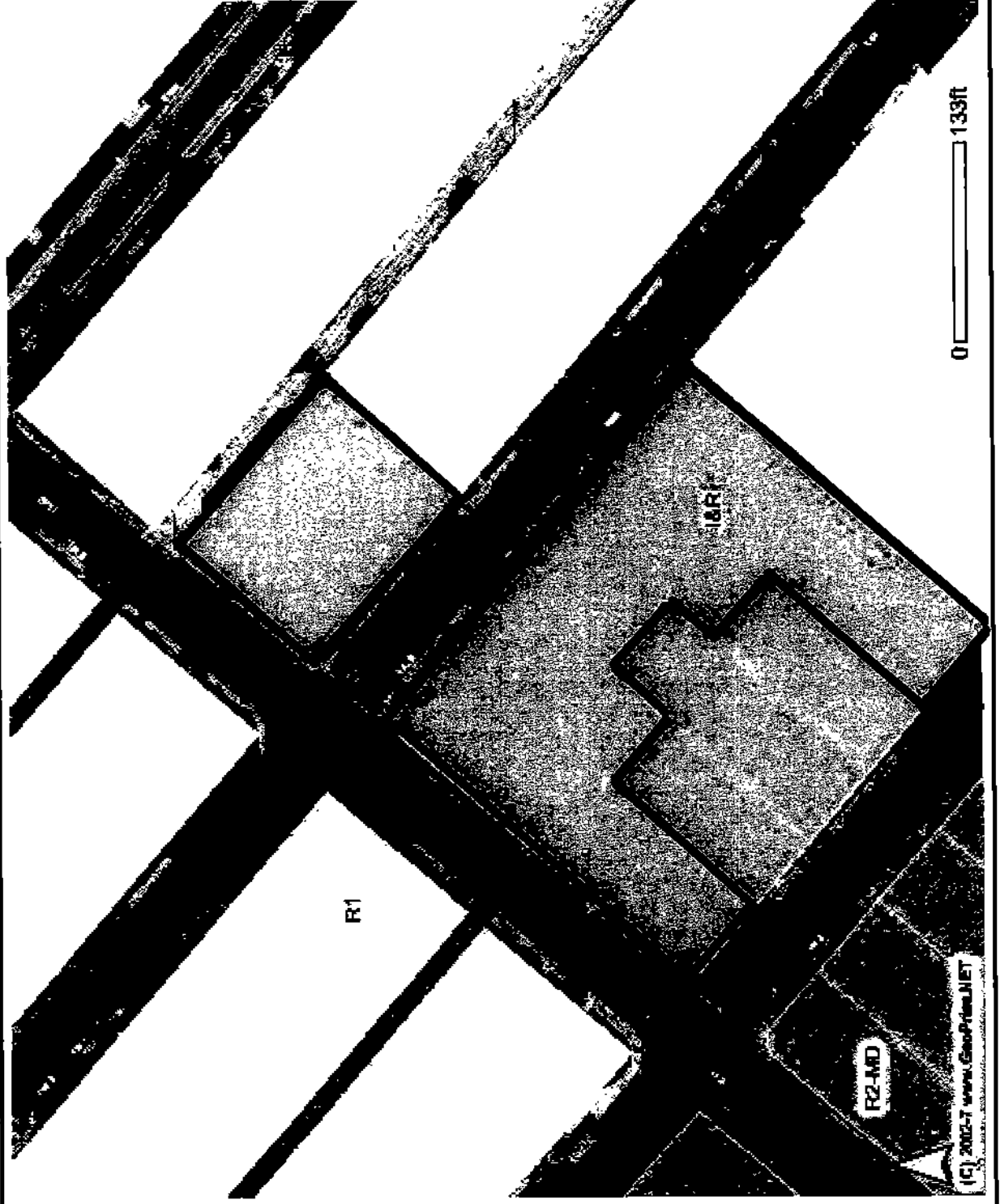
# City of Costa Mesa

CITY OF COSTA MESA - [Created: 1/25/2007 9:58:10 AM] [Scale: 132.79] [Page: 8.5 x 11 / Landscape]

## Overview Map



## Map Display



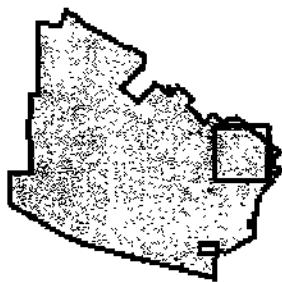
## Legend

Freeway	Hydrology
Roads	Channels
Collector	Street Names
Freeway	Street Centerlines
Major	Parcel Lines
Newport Blvd	
Pleasant	
SECONDARY	
Waterway	
Lines	

# City of Costa Mesa

CITY OF COSTA MESA - [Created: 1/25/2007 9:56:58 AM] [Scale: 132.79] [Page: 8.5 x 11 / Landscape]

## Overview Map



## Map Display



## Legend

Freeway	Hydrology
Roads	Channels
Collector	Street Names
Freeway	Street Centerlines
Major	Parcel Lines
Newport Blvd	
Primary	
Secondary	
Railway	
Waterway	
Lines	

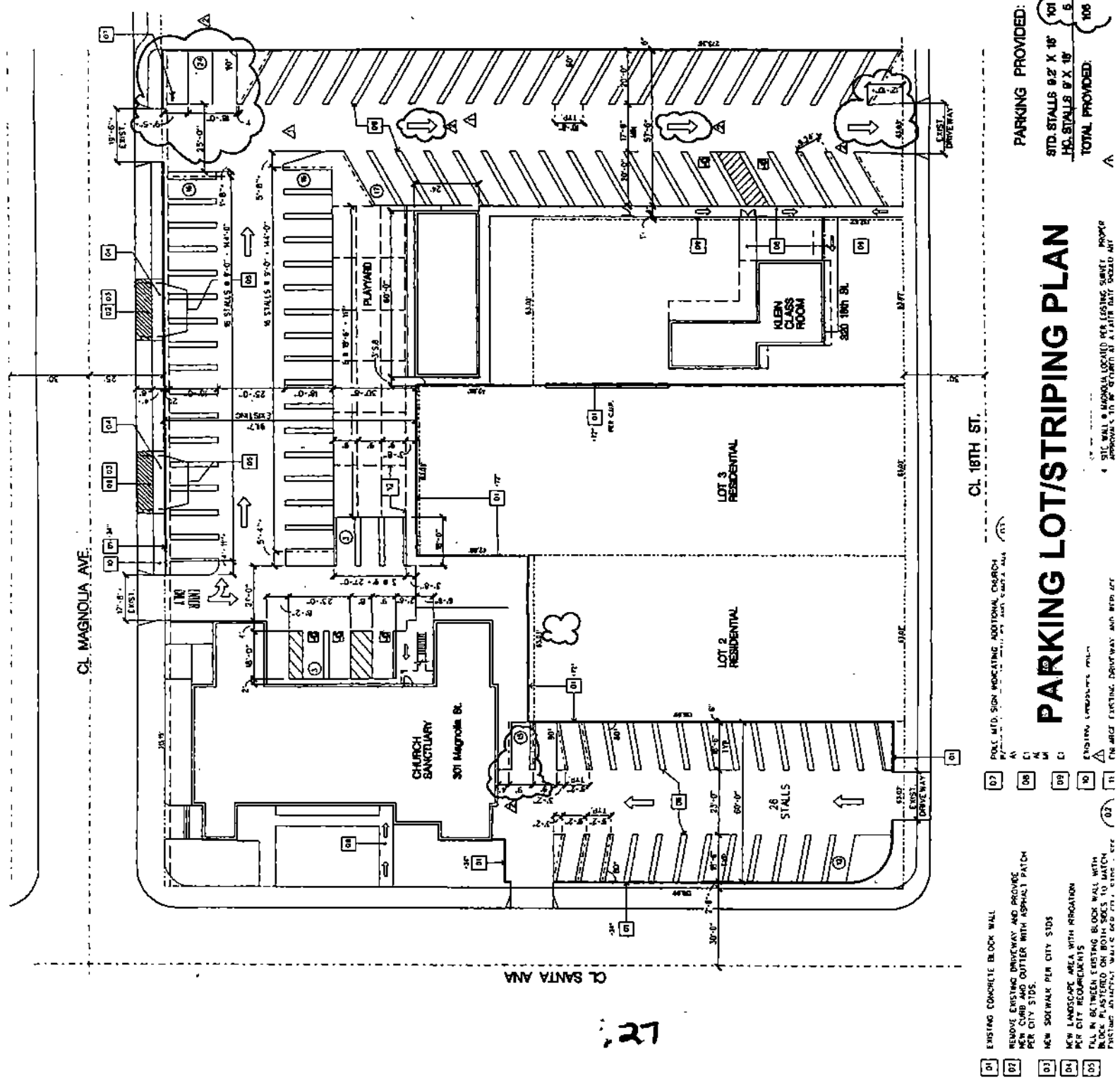


PROJECT NAME:  
Lighthouse Coastal Community Church  
300 / 301 Magnolia St.  
Costa Mesa

SHEET TITLE:  
SITE PLAN /  
PARKING  
ANALYSIS

PROJECT NO.: 08-133  
LAST DATE: 11/20/01  
REVISIONS:  
PLANNING CORRECTIONS 11/20/01  
DRAWING CORRECTIONS 11/20/01

PARKING PROVIDED:  
STD. STALLS 9'2" X 18' 101 STALLS  
HO. STALLS 8' X 18' 6 STALLS  
TOTAL PROVIDED: 106 STALLS



# PARKING LOT/STRIPING PLAN

- 01 EXISTING CONCRETE BLOCK WALL
- 02 REMOVE EXISTING DRIVEWAY AND PROVIDE NEW CURB AND OUTER WITH ASPHALT PATCH PER CITY STDS.
- 03 NEW SIDEWALK PER CITY STDS
- 04 NEW LANDSCAPE AREA WITH IRRIGATION PER CITY REQUIREMENTS
- 05 FILL IN BETWEEN EXISTING BLOCK WALL WITH BLOCK PAVED ON BOTH SIDES TO MATCH EXISTING ASPHALT WALLS AND PER CITY STDS
- 06 POLLS MTD. SIGN INDICATING ADDITIONAL CHURCH
- 07 EXISTING LANDSCAPE
- 08 EXISTING DRIVEWAY AND WITH LOT
- 09 EXISTING DRIVEWAY
- 10 EXISTING DRIVEWAY
- 11 EXISTING DRIVEWAY

PARKING PROVIDED:  
STD. STALLS 9'2" X 18' 101 STALLS  
HO. STALLS 8' X 18' 6 STALLS  
TOTAL PROVIDED: 106 STALLS

4. SITE WALL & MAGNOLIA LOCATED PER EXISTING SURVEY. APPROXIMATE TO BE CHURCH AT A LATER DATE SHOULD ANY

